

# **Adult Short Term Training**

## **Title: Information Technology Training Program**

**Purpose:** The goal of the Information Technology Training Program (ITTP) is to maintain a comprehensive training environment for State of Idaho IT professionals. The ITTP provides simple, centralized access to information technology related curricula, class schedules, registration, training records, and training resources.

The ITTP web site, <http://ittp.id.gov/ittp/index.htm> , provides employees with the ability to search for online classes by using keyword, class title or vendor. Once a course is identified and approved by a supervisor, the employee can register online for a class by using an assigned user name and password or by having a designated individual with a user name and password register the employee for the class. An e-mail confirmation is generated and sent to both the vendor and the employee confirming registration for the selected class. After the class is completed and closed by the vendor, a training record is created for the employee. The training record may be viewed on the ITTP web site.

**Process:** Accessing the ITTP web site provides two avenues for training opportunities. With an assigned user name and password, an employee is able to register for a variety of off site classes. The other avenue available is the On Line Partner section. In this section, an employee can explore e-learning opportunities.

Contact Jerry Settle, Information Technology Training Program, at 208-334-3216, or [gsettle@pte.idaho.gov](mailto:gsettle@pte.idaho.gov) .

Approved: July 1, 2005